



One state. One system.

2018 Release Role Mapping Workshop

August 2017

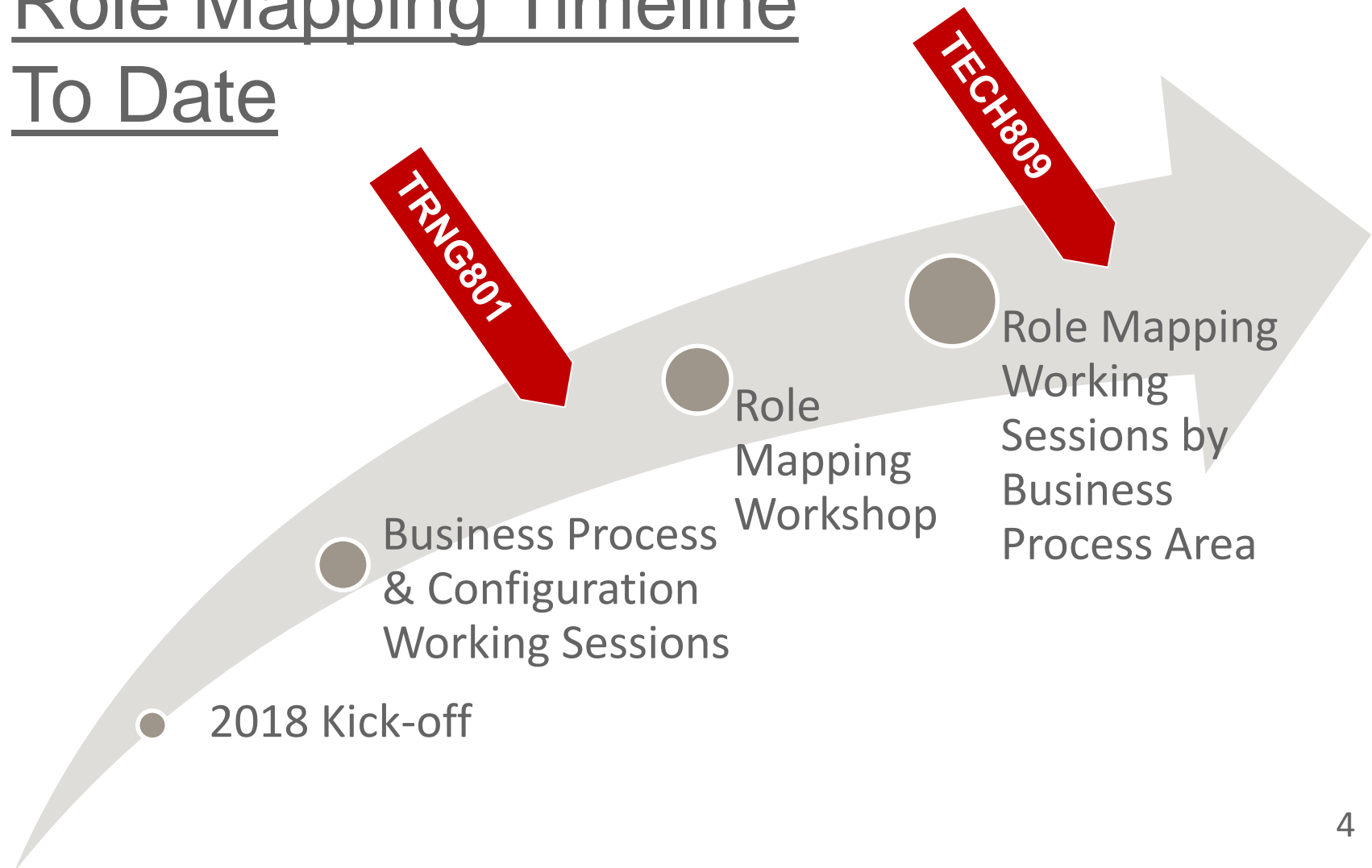


Session Agenda

- Overview of Role Mapping
- Timeline and Due Dates
- Role Mapping Use and Tools
- Role Mapping Template
 - Separation of Duties
 - Hard Stops
 - Roles & Related Transactions / Responsibilities
- Security
- Training
- Next Steps

TIMELINE & DUE DATES

Role Mapping Timeline To Date



Role Mapping Timeline

You are here

Role Mapping Workshop (TECH807)
August 21

Role Mapping Working Sessions (TECH810)
Aug 31-Sep 15

Workflow & User Preferences Submission (TECH809)
Sept 22

Participate in Dept. Validation (BUSN827)
Oct-Feb

Role Mapping Workshop (TECH825)
April

Production Submission (TECH824)
May

Share Role Mapping materials with your department (**Post August 21**)



Role Mapping Timeline

- Role Mapping Workshop – **August 21, 2017**
- Share Role Mapping materials at your department – **Post August 21, 2017**
- Role Mapping Working Sessions – **August 31 – September 15, 2017**
- Submit Workflow & User Preferences Role Mapping Spreadsheet (TECH809) – **Due September 22, 2017**
- Participate in Departmental Configuration & Role Validation – **October 2017-February 2018**
- Submit Production Role Mapping Spreadsheet (TECH824) – **Due May 2018**

ROLE MAPPING USE & TOOLS

Role Mapping Template Key Terms

- Additional PeopleSoft Business Unit Access
- Department E-mail
- Hard Stops
- Job Classification
- Other E-mail Addresses used for FI\$Cal access
- Primary Business Unit
- Separation of Duties (SOD)
- Training Accommodation Requests/Assistive Learning Needs
- Training Location

Role Mapping Template Key Terms

| Term | Definition |
|---------------------------------|--|
| Additional Business Unit Access | Additional business units (BUs) for which the end user performs contracted services or requires access. |
| Department E-mail | E-mail addresses are USER ID's in FI\$Cal. E-mail addresses must be State e-mail addresses (not @gmail, @yahoo, etc.). Providing accurate e-mail addresses (USER ID's) is imperative to a successful FI\$Cal implementation – inaccurate e-mail addresses results in incorrect user profiles and no communication with the end user. |

Role Mapping Template Key Terms

| Term | Definition |
|--|--|
| Hard Stops | The system restricting a transaction from being processed by the same person (for example, a person assigned the AP Processor and AP Approver would not be able to create a voucher and approve the same voucher). |
| Job Classification | The state classification of the end user (for example, Staff Services Manager I, Associate Information Systems Analyst). |
| Other E-mail Addresses used for FI\$Cal access | List all email addresses used in addition to the email provided. Separate emails by using semi-colons (;). |



Role Mapping Template Key Terms

| Term | Definition |
|--|--|
| Primary Business Unit | FI\$Cal Business Units are defined as the Organization Codes to which departmental appropriations are made. |
| Separation of Duties (SOD) | The concept of having more than one person required to complete a task. SOD is intended to prevent fraud and/or errors. |
| Training Accommodation Requests/Assistive Learning Needs | This field is used to notify the FI\$Cal Training Team of a need for assistive technology tools (e.g., JAWS, ZoomText, sign language interpreter) or special instructions to be seated near the instructor for the hearing impaired. |
| Training Location | 2017 Release End-User Training is expected to be provided in Sacramento, Bay Area, Southern California and Central California. Choose the hub that is closest to each end users location. |

How Role Mapping is Used

- To define what end-users see and do in FI\$Cal
- To identify department end-users for FI\$Cal end-user training
- To map users to required FI\$Cal end-user training courses based on their role assignments
- To identify participants for department change discussions
- To support identification of separation of duty conflicts
- To support identification of hard stops



Role Mapping Tools

- TECH809 Task Instructions
- TECH809 Response Template
- FI\$Cal End User Role Description Handbook
- 2018 Release Role Mapping Workshop
- 2018 Release Role Mapping Workshop Presentation
- 2018 Release Role Mapping Working Sessions
- Departmental Authority and Designee (DAD) Form
- FI\$Cal SOD Exception Form
- FI\$Cal Project CMO – fiscal.cmo@fiscal.ca.gov

ROLES BY BUSINESS PROCESS AREA

Budgeting Roles

| Budgeting (BU) | |
|---|--|
| ZZ_BU_PROCESSO | ZZ_BU_APPROVER |
| 1 | 1 |
| Optional | Optional |
| BU Processor | BU Approver |
| If your department develops your appropriation requests and/or operating budget(s), mark with an "X" the end users who will develop, enter, and adjust appropriation requests and/or operating budgets. | If your department develops your appropriation requests and/or operating budget(s), mark with an "X" the end users who will approve appropriation requests and/or operating budgets. |

Grant Management Roles

| Grant Management (GM) | |
|--|--|
| ZZ_GM_PROCESSO | ZZ_GM_APPROVER |
| 1 | 1 |
| Optional | Optional |
| GM Processor | GM Approver |
| If your department creates proposals / awards, mark with an "X" the end users who will create and maintain grant proposals and awards. | If your department approves proposals / awards, mark with an "X" the end users who will submit / approve grant proposals and awards. |

Customer Contracts Roles

| Customer Contracts (CA) | |
|---|---|
| ZZ_CA_PROCESSO | ZZ_CA_APPROVER |
| 1 | 1 |
| Optional | Optional |
| CA Processor | CA Approver |
| If your department creates customer contracts, mark with an "X" the end users who will create customer contracts. | If your department amends/approves customer contracts, mark with an "X" the end users who will: <ul style="list-style-type: none"> - activate customer contracts - amend customer contracts - approve customer contracts - close customer contracts - cancel customer contracts. |

Project Costing Roles

| Project Costing (PC) | | |
|--|--|---|
| ZZ_PC_PROCESSO | ZZ_PC_JOB_PROC | ZZ_PC_MAINTAINE |
| 1 | 1 | 1 |
| Optional | Optional | Optional |
| PC Processor | PC Job Processor | PC Maintainer |
| If your department creates projects, mark with an "X" the end users who will: - create projects - maintain projects. | If your department creates customer contracts and/or projects, mark with an "X" the end users who will run batch processes for: -Project Costing -Customer Contracts Billing -Customer Contracts Revenue. | If your department is using Project Costing, mark with an "X" the end users who will maintain department configuration items for Project Costing (e.g., source, category, and subcategory). |

Billing/Accounts Receivable Roles

| Billing and Accounts Receivable (BI/AR) | | | | | | |
|--|---|--|---|---|---|---|
| ZZ_BI_PROCESSOR | ZZ_AR_CONF_RPT | ZZ_AR_ITM_PROC | ZZ_AR_ITM_RQST | ZZ_AR_PYMNT_PR | ZZ_BI_AR_APPRV | ZZ_ARBI_CONF |
| 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Optional | Optional | Optional | Optional | Optional | Optional | Optional |
| BI Processor | AR Confidential Reporter | AR Item Processor | AR Item Requester | AR Payment Processor | BI/AR Approver | BI/AR Confidential User |
| If your department creates invoices, mark with an "X" the end users who will: - create and maintain customers - process bills, including generating invoices and making adjustments. | If your department runs reports with confidential AR information, mark with an "X" the end users who will be responsible for running these reports. | If your department enters receivables, mark with an "X" the end users who will: - create and update receivable items - manage customer interactions, including dunning letters and customer conversations. | If your department requests receivables, mark with an "X" the end users who will request creation of receivables. | If your department enters receivables, mark with an "X" the end users who will enter deposit and payment data, including applying payments to invoices. | If your department enters receivables, mark with an "X" the end users who will review, update, and approve bills, receivable items, and deposit and payment data, including setting transactions to post. | If your department has confidential customers, mark with an "X" the end users who will be responsible for managing confidential BI/AR transactions. |


Cash Management Roles

| Cash Management (CM) | |
|---|---|
| ZZ_CM_PROCESOR | ZZ_CM_APPROVER |
| 1 | 1 |
| Optional | Optional |
| CM Processor | CM Approver |
| <p>If your department manages cash, mark with an "X" the end users who will:</p> <ul style="list-style-type: none"> - create and submit requests for Bank Account Transfers between Centralized Treasury System (CTS) Bank accounts - import bank statements - review and update the Bank Account Transfers within the Cash Management module and submits them to CM Approver for review and approval - reconcile the Bank Statements for each Departmental Bank Account by reconciling transactions via Automatic, Semi-Manual, or Manual Reconciliation and analyzes exceptions to the reconciliation process. - run reports for Bank Statements, Reconciliation, and Cash Management. | <p>If your department manages cash, mark with an "X" the end users who will:</p> <ul style="list-style-type: none"> - review and approve all department requests for transfers between CTS Bank Accounts associated with their business unit security - run reports for Bank Statements, Reconciliation, and Cash Management. |

Asset Management Roles

| ZZ_AM_PROCESSO | ZZ_AM_MANAGER | ZZ_AM_APPROVER | ZZ_AM_MAINT | ZZ_AM_CONFIDENT |
|--|--|--|--|--|
| 1 | 1 | 1 | 1 | 1 |
| Optional | Optional | Optional | Optional | Optional |
| AM Processor | AM Manager | AM Approver | AM Maintainer | AM Confidential User |
| If your department tracks and manages your reportable assets, mark with an "X" the end users who will: - add and update assets and asset data, including leased assets. | If your department tracks and manages your reportable assets, mark with an "X" the end users who will: - add/adjust - transfer - retire/reinstate - depreciate - manage physical inventory. | If your department tracks and manages your reportable assets, mark with an "X" the end users who will: - approve asset transfers. | If your department tracks and manages your reportable assets, mark with an "X" the end users who will: - maintain asset physical information (e.g., location, Tag #, custodian, etc.) - setup and maintain asset Class values. | If your department has confidential assets, mark with an "X" the end users who will: - maintain confidential asset information (e.g., VIN and asset class) - run reports with the confidential detail available. |

**Copy users to
corresponding
Approver tab**



Asset Management Approvers

Definitions

AM Approver 1: The department end user who is responsible for the first-level approval of inter-unit transfer requests through workflow.

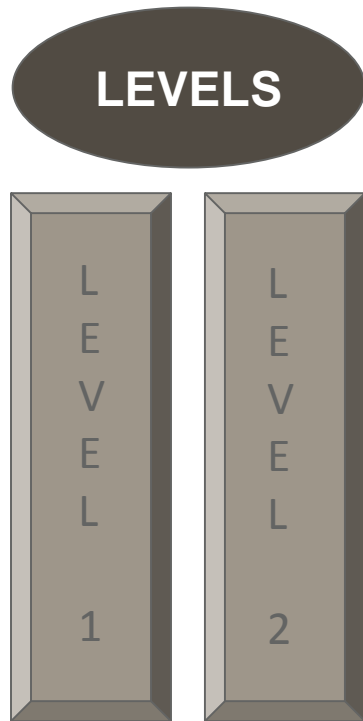
AM Approver 2: The department end user who is responsible for the second-level review/approval of inter-unit transfer requests through workflow.

Asset Management Approvers

Notes / Explanations / Helpful Hints

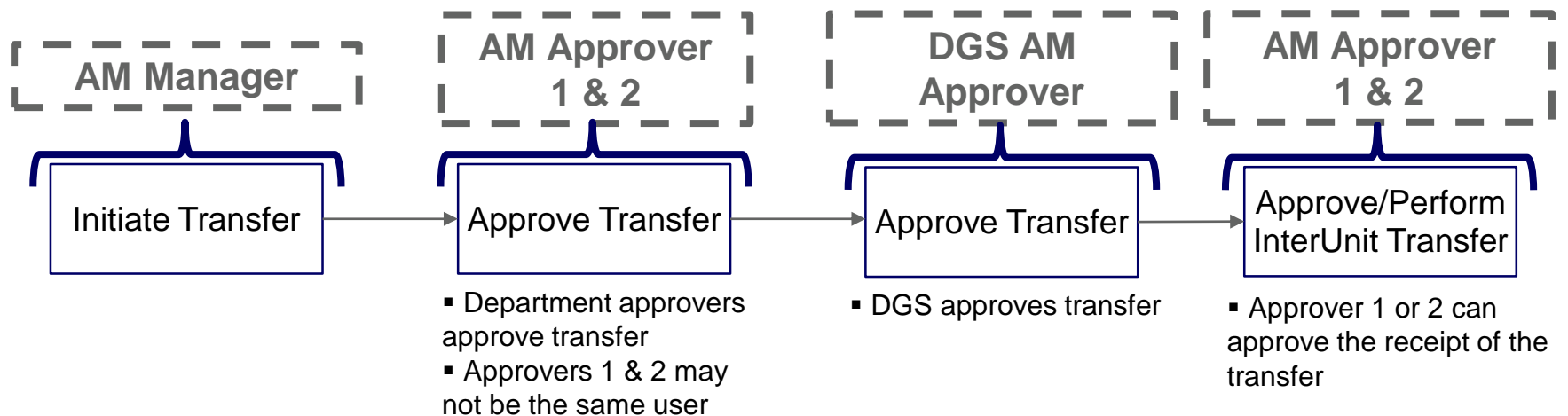
- All end users with an "X" in the AM Approver role on the Role Mapping worksheet must be listed below.
 - Each AM Approver must be assigned either AM Approver 1 or Approver 2.
 - An end user cannot be assigned both the AM Approver 1 and AM Approver 2 roles.




Asset Management Approvers Decisions



Cannot be the same person

Asset Management Approver Workflow



| Email Address* | AM Approver Level 1 | AM Approver Level 2 |
|---|---|---|
| Email Address of AM Approver (Department-provided email) | Choose "X" from the dropdown to map the user as an AM Approver Level 1 | Choose "X" from the dropdown to map the user as an AM Approver Level 2 |
|  |  |  |
| | | |
| | | |

Accounts Payable Roles

| Accounts Payable (AP) | | | | | |
|---|---|--|--|---|---|
| ZZ_AP_SUP_PR | ZZ_AP_PROCESS | ZZ_AP_MAN_PRO | ZZ_AP_APPRO | ZZ_AP_MAINT | ZZ_AP_PYMNT |
| 1 | 1 | 1 | 1 | 1 | 1 |
| Optional | Optional | Optional | Optional | Optional | Optional |
| AP Supplier Processor | AP Processor | AP Processor Manual Payments | AP Approver | AP Maintainer | AP Payment Processor |
| <p>If your department has suppliers, mark with an "X" the end users who will:</p> <ul style="list-style-type: none"> - create new suppliers - add/modify suppliers address and contact information - manage 1099 processing. | <p>If your department enters invoices, mark with an "X" the end users who will :</p> <ul style="list-style-type: none"> - create vouchers for the payment of invoices - manage the vouchers through budget checking, hold, and matching activities. | <p>If your department makes manual payments outside FI\$Cal, mark with an "X" the end user who will create vouchers and record payment information against those vouchers in FI\$Cal.</p> <p>Must also be assigned AP Processor and provide a separate email ID from all other role assignments.</p> <p><i>NOT TO BE USED UNTIL Product Role Mapping</i></p> | <p>If your department is responsible for approving vouchers, mark with an "X" the end users who will approve the vouchers for payment.</p> | <p>If your department maintains your own payables configuration values, mark with an "X" the end users who will maintain department configuration items for Accounts Payable.</p> | <p>If your department creates payments, mark with an "X" the end users who will run the department's Pay Cycle and manage the payments, including canceling, posting, and escheating departmental checks.</p> |

Copy user to corresponding Approver tab



Accounts Payable Approvers

Definitions

AP Approver 1: The department end user who is responsible for approving vouchers through workflow.

AP Approver 2: The department end user who is responsible for understanding the AP Approver's position and approving vouchers through workflow.

Accounts Payable Approvers

Notes / Explanations / Helpful Hints

- All end users with an "X" in the AP Approver role on the Role Mapping worksheet must be listed below.
- Each AP Approver must be assigned at least one approval level.
 - AP Approver 1 and AP Approver 2 must be assigned to at least one end user.
 - An end user may be assigned both AP Approver 1 and AP Approver 2.
 - If an end user is assigned both the AP Approver 1 and AP Approver 2 roles, then workflow will collapse.
 - For example, the end user will be able to approve vouchers without a separate AP Approver 2 reviewing and approving the voucher.

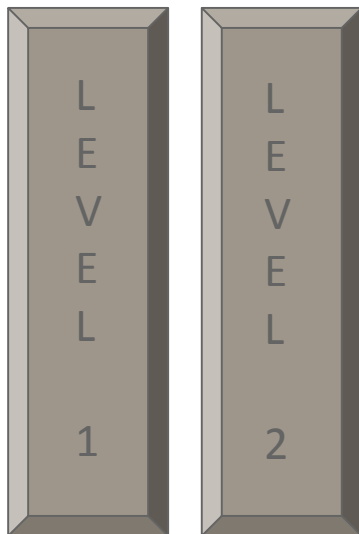
Accounts Payable Approvers

Notes / Explanations / Helpful Hints

- Each AP Approver must be assigned to one or both cash types, Warrant and/or Non-Warrant.
- Each end user assigned AP Approver 2 must have Voucher Signature Authorization Form on file with SCO Audits.
- Each end user assigned AP Approver 2 must be a bona fide State employee.
- At least one AP Approver 1 and at least one AP Approver 2 must be assigned to each Cash Type, Warrant and Non-Warrant.

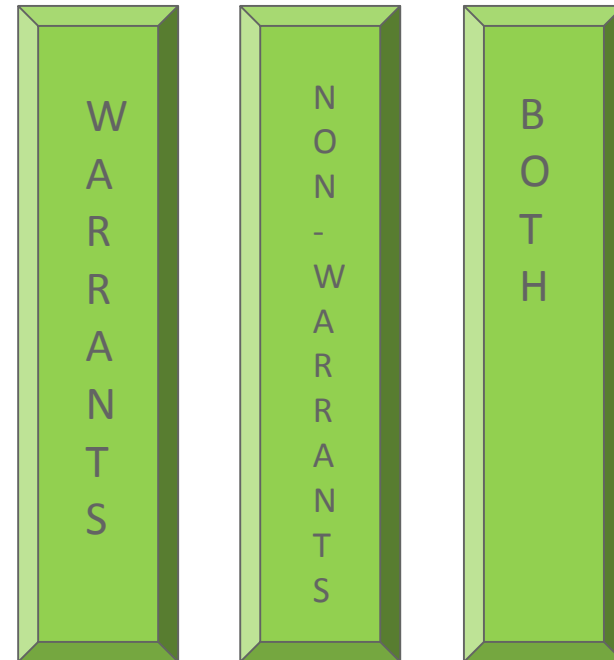
Accounts Payable Approvers Decisions

LEVELS



Can be the same person

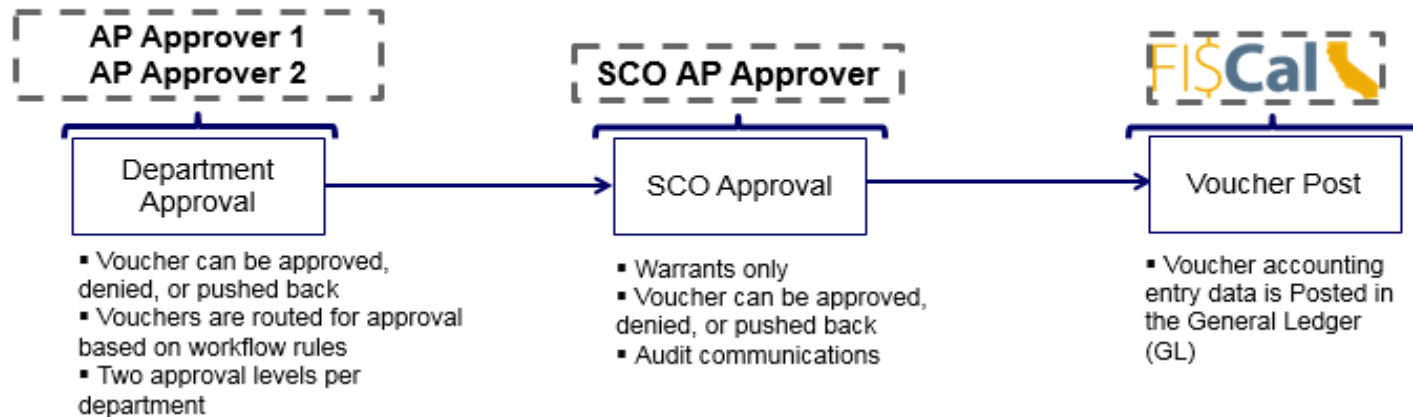
CASH TYPES



Default is BOTH

Accounts Payable Approver Workflow

Approver: Approve and Process Voucher



| Email Address* | AP Approver Level 1 | AP Approver Level 2 | Cash Type |
|---|--|--|---|
| Email Address of AP Approver (Department-provided email) | Choose "X" from the dropdown to map the user as an AP Approver Level 1 | Choose "X" from the dropdown to map the user as an AP Approver Level 2 | Choose the voucher Cash Type the end user can approve (select from drop-down) |
| | | | |
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General Ledger Roles

| General Ledger (GL) | | | | | |
|---|---|--|---|---|--|
| ZZ_GL_PROCESS | ZZ_GL_REPOR | ZZ_LD_PROCE | ZZ_DEPT_EMP | ZZ_GL_APPRO | ZZ_GL_MAINTAINE |
| 1 | 1 | 1 | 1 | 1 | 1 |
| Optional | Optional | Optional | Optional | Optional | Optional |
| GL Processor | GL Reporter | LD Processor | Department Employee Maintainer | GL Approver | GL Maintainer |
| <p>If your department manages your own fund accounting and completes your financial statements, mark with an "X" the end users who will:</p> <ul style="list-style-type: none"> - creates journal entries in the Modified Accrual ledger - review and update the journal entries within the Cash Management module. | <p>If your department creates fund activity and manages agency reconciliation, mark with an "X" the end users who will run the Fund Activity and Agency Reconciliation Interface processes.</p> | <p>If your department manages your own Labor Distribution, mark with an "X" the end users who will:</p> <ul style="list-style-type: none"> - load and updates Activity Sheets - run the Labor Distribution Process and Labor Distribution Reports. | <p>If your department needs to add a new employee before monthly employee interfaces are run, mark with an "X" the end users who will determine if an employee has a "FI\$Cal Employee ID" and/or add them to the employee table.</p> | <p>If your department requires approval of journal entries, mark with an "X" the end users who will approve department journal entries.</p> | <p>If your department maintains your own Labor Distribution and COA configuration values, mark with an "X" the end users who will:</p> <ul style="list-style-type: none"> - maintains all department-level configuration for Labor Distribution - processes allocations - maintain department values, including Spec Types and Spec Charts. |

**Copy user to
corresponding
Approver tab**



General Ledger Approvers

Definitions




GL Approver 1: The department end user who is responsible for the first-level approval of department journals from a pooled worklist.

GL Approver 2: If requested, the department end user who is responsible for the second-level approval of department journals from a pooled worklist. Contact FI\$Cal if a second level of approval is desired.

General Ledger Approvers

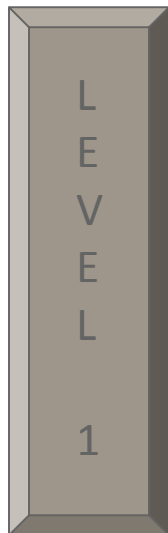
Notes / Explanations / Helpful Hints

- All end users with an "X" in the GL Approver role on the Role Mapping worksheet must be listed on the GL Approver Workflow tab.
- Departments must contact FI\$Cal to configure zero or two approval levels for journals.

| Email Address* | GL Approver Level 1 | GL Approver Level 2 |
|---|---|---|
| Email Address of GL Approver (Department-provided email) | Choose "X" from the dropdown to map the user as a GL Approver Level 1 | Choose "X" from the dropdown to map the user as a GL Approver Level 2 |
|  |  |  |
| | | |
| | | |

General Ledger Approvers Decisions

LEVELS



For Approval Level of zero or two, please contact your Readiness Coordinator.

Procurement Roles

| ZZ_REQ_PROCESS | ZZ_REQ_APPROVE | ZZ_PO_BUYER | ZZ_PO_APPROVER | ZZ_PO_REC_PROC | ZZ_PO_CONFIDENT |
|--|---|---|---|---|---|
| 1 | 1 | 1 | 1 | 1 | 1 |
| Optional | Optional | Optional | Optional | Optional | Optional |
| Requisition Processor | Requisition Approver | PO Buyer | PO Approver | PO Receiving Processor | PO Confidential User |
| If your department uses requisitions, mark with an "X" the end users who will create requisitions. | If your department uses requisitions, mark with an "X" the end users who will approve requisitions. | If your department creates purchase orders, mark with an "X" the end users who will create purchase orders. | If your department approves purchase orders, including contracts, mark with an "X" the end users who will approve purchase orders, including contracts. | If your department receives goods and/or services (including recognition of services received), mark with an "X" the end users who will: - receive goods, perform inspections, return items to vendors - receive services (including recognition of services received, e.g., approving invoices for services received). | If your department has confidential data as part of your transactions, mark with an "X" the end users who will have access to confidential data. (this is typically limited to a very small group of people). |

Copy users to corresponding Defaults tab

Copy users to corresponding Defaults tab

Copy users to corresponding Approver tab

Copy users to corresponding Approver tab

Procurement Roles

| ZZ_SOL_CTRCT_BU | ZZ_SOL_APPROVE | ZZ_CTRCT_APPROVE |
|--|--|--|
| 1 | 1 | 1 |
| Optional | Optional | Optional |
| Solicitation and Contract Buyer | Solicitation Approver | Contract Approver |
| <p>If your department performs solicitations and executes contracts, mark with an "X" the end users who will:</p> <ul style="list-style-type: none"> - create, modify and post advertisements for solicitation events - create and modify transactional procurement contracts. | <p>If your department performs solicitation approval, mark with an "X" the end users who will approve solicitations.</p> | <p>If your department performs procurement contract approval, mark with an "X" the end users who will approve procurement contracts.</p> |

Copy users to corresponding Approver tab

Copy users to corresponding Approver tab

Requisition Roles

- **Requisition Processor:** The department end user who requests goods and/or services through a requisition. This user can also update requisitions and, if a P-Card user, can create requisitions with the P-Card as the intended payment mechanism.
- **Requisition Approver:** The department end user who is responsible for approving department requisitions. There are two levels of approval for a requisition and the workflow of approval is determined by acquisition type and reporting structure.
 - **Requisition Approver 1:** The department end user who is responsible for approving department requisitions; this approval step is intended as a first-level review by a program approver
 - **Requisition Approver 2:** The department end user who is responsible for the second-level approval of department requisitions
 - **Requisition Ad Hoc Approver:** The department end user who can be added to the requisition workflow for approving department requisitions
 - Ad Hoc Approvers are not auto work-flowed in FI\$Cal. They are manually added by the Req Processor or another Req Approver.

Requisition Processor Defaults

Notes / Explanations / Helpful Hints

- Identified default values will automatically pre-populate on requisitions in FI\$Cal, although they may be edited by the Requisition Processor.
- All end users with an "X" in the Requisition Processor role on the Role Mapping worksheet must be listed on the Req Processor Defaults tab.

| Email Address* | Fax Number | Ship To Location | Reporting Structure | Fund | Account | Program | Appropriation Reference |
|---|---|---|---|------|---------|---------|----------------------------|
| Email Address of Requisition Processor (Department-provided email) | Enter the user's Fax Number in a ### ### format | Enter a Ship To Location to default when creating POs | Default Reporting Structure (choose from the department's Reporting Structure values) | Fund | Account | Program | Appropriation Reference |
| | | | | | | | |
| | | | | | | | |
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Requisition Processor Defaults

Notes / Explanations / Helpful Hints

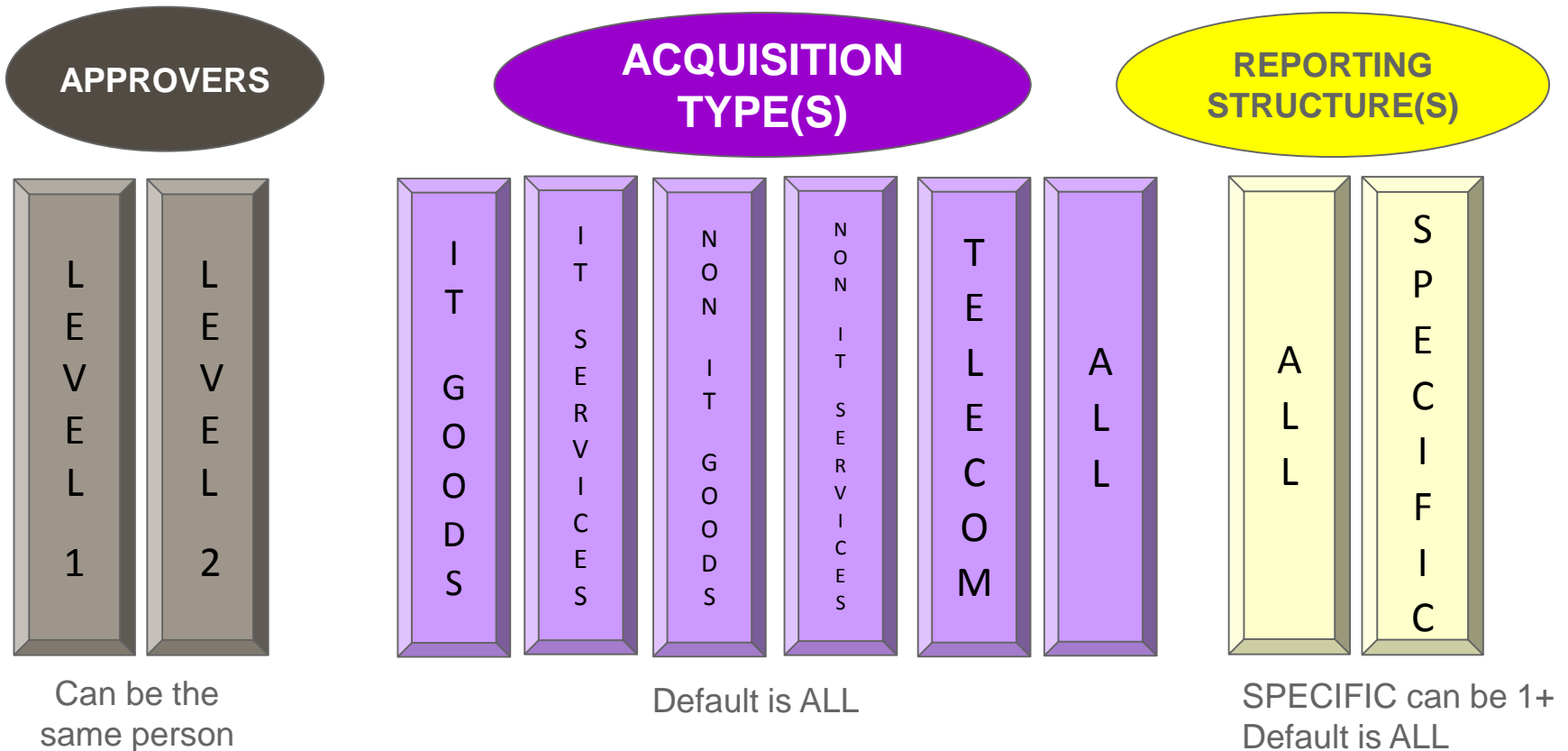
- Only identify one value for each field.
- To identify available Reporting Structure, Fund, Account, Program, and Appropriation values, refer to your Department's COA Workbook (separate file).
- The Default Reporting Structure cannot be "All Reporting Structures".
- The combination of Fund, Account, Program, and Appropriation values entered must be a valid ChartField string.
- Only active and non budgetary accounts can be identified for Reporting Structure.

Ship To Locations Defaults

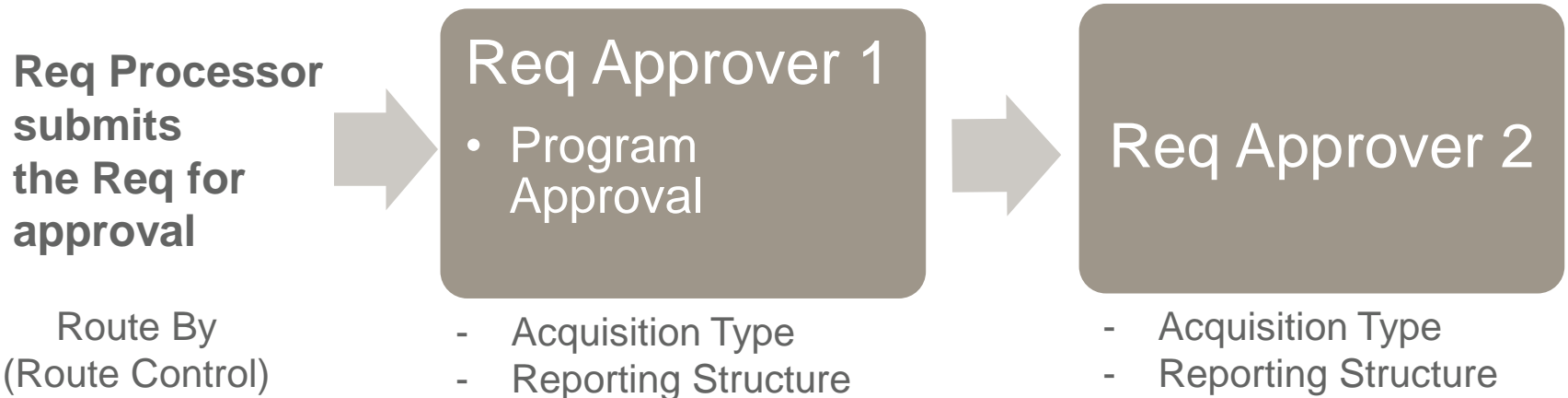
- If your department submitted Ship To locations previously, your Ship To values are included on the Ship To tab. If not, a Ship To default is not available for Role Mapping Part 2 - Workflow and User Preferences
- To identify available Ship To Locations, refer to the Ship To worksheet.
- Only active values can be identified for Ship to Location.

| SHIP TO ID | BU | SHORT DESCRIPTION | ADDRESS 1 | ADDRESS 2 |
|------------|------|--------------------------------|-----------------------------------|------------|
| 0845000014 | 0845 | 0845-San Diego Regional | 10021 Willow Creek Road | Suite 100 |
| 0860000077 | 0860 | 0860-Motor Carrier Office - WS | 1030 Riverside Parkway, Suite 125 | |
| 0845000008 | 0845 | 0845-Benicia Regional | 1100 Rose Drive | Suite 100 |
| 0820000157 | 0820 | 0820-DLE/BFS TOXICOLOGY | 111 First Street | Suite 100A |
| 0820000158 | 0820 | 0820-DLE/BFS LATENT PRINTS | 111 First Street | Suite 100A |

Requisition Approvers Decisions



Requisition Workflow



- Additional approvals (dollar thresholds, commodity approvals, etc.) can be manually added by inserting ad hoc approvers or reviewers.
- Routing an approval to the Buyer is a manual step performed by the Requisition Approver 2.
 - Departments have the option to route directly to the Buyer as well by assigning the Buyers to the Requisition Approver 2 role.

Requisition Approvers

Notes / Explanations / Helpful Hints

- All end users with an "X" in the Requisition Approver role on the Role Mapping worksheet must be listed on the Req Approver Workflow tab.

| Email Address* | Requisition Ad Hoc Approver | Requisition Approver 1 | Requisition Approver 2 | Acquisition Type* | Reporting Structure* |
|--|---|--|--|---|---|
| Email Address of Requisition Approver (Department-provided email) | Choose "X" from the dropdown to map the user as a Requisition Ad Hoc Approver | Choose "X" from the dropdown to map the user as a Requisition Approver 1 | Choose "X" from the dropdown to map the user as a Requisition Approver 2 | Acquisition Type (select from drop-down) | Reporting Structure (enter only 1 value per row) |
| | | | | | |
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Requisition Approvers

- Each Requisition Approver must be assigned at least one approver level.
 - If an end user is assigned as only a Requisition Ad Hoc Approver, no other information is required (i.e., Acquisition Type and Reporting Structure).
 - End users may be assigned both Requisition Approver 1 and Requisition Approver 2.
 - If an individual is assigned both the Requisition Approver 1 and Requisition Approver 2 roles, and has the same acquisition types at each approver level, then workflow will collapse.
 - For example, the end user will be able to approve requisitions without another user reviewing the requisition and approving as a Requisition Approver 2.



Requisition Approvers

- The reporting structure selected must be the same across all acquisition types selected for one role.
 - For example, Requisition Approver 1 is requesting access to IT Goods and IT Services. The end user must select the same reporting structure across both IT Goods and IT Services.
- Only active and non-budgetary accounts can be identified for Reporting Structure.
- At least one Requisition Approver must be assigned for each combination of Acquisition Type and Reporting Structure, although two are recommended in order to provide a back up.

Purchase Order (PO) Roles

- **PO Buyer:** The department end user who creates and submits POs for approval, updates POs, and dispatches POs. This user can also run reports on a department's procurement activity. This user can also, if a P-Card user, create POs with the P-Card as the intended payment mechanism.
- **PO Approver:** The department end users who approves department POs. There are multiple levels of approval for a PO and the workflow of approval is determined by acquisition type, amount, and reporting structure.
 - **PO Approver 1:** The department end user who is responsible for approving department purchase orders; this approval step is intended as a first-level program approval
 - **PO Approver 2:** The department end user who is responsible for approving department purchase orders; this approval step is intended as a second-level approval and budget/accounting review to perform the budget check

Purchase Order (PO) Roles

- **PO Approver 3:** The department end user who is responsible for approving department POs; this approval step is intended as a third-level approval (authorizing signature) for orders less than \$50,000.
- **PO Approver 4:** The department end user who is responsible for approving department POs; this approval step is intended as a third-level approval (authorizing signature) for orders greater than or equal to \$50,000.
- **PO Ad Hoc Approver:** The department end user who can be added to the PO workflow for approving department PO
 - **Ad Hoc Approvers** are not auto work-flowed in FI\$Cal. They are manually added by the PO Buyer or another PO Approver

Additional Purchase Order (PO) Roles

- **PO Confidential User:** The central and department end user who has access to confidential purchasing, accounts payable, and vendor information. This user will also have access to accounts receivable reports with confidential information. The Confidential User role is shared by Purchasing, Accounts Payable, and Billing/ Accounts Receivable. This role only needs to be assigned once for these modules.
- **PO Receiving Processor:** The department end user who manages the receipt of goods and services and enters receiving inspection results, including acceptance testing. Also the department end user who enters a Return To Vendor (RTV) transaction

PO Buyer Defaults

Notes / Explanations / Helpful Hints

- Identified default values below will automatically pre-populate on purchase orders in FI\$Cal, although they may be edited by the PO Buyer.
- All end users with an "X" in the PO Buyer role on the Role Mapping worksheet must be listed on the PO Buyer Defaults tab.

| Email Address* | Fax Number | Ship To Location ID | Reporting Structure |
|--|---|---|---|
| Email Address of PO Buyer (Department-provided email) | Enter the user's Fax Number in a ###-###-#### format | Enter a Ship To Location to default when creating POs | Default Reporting Structure (choose from the department's Reporting Structure values) |
| | | | |
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PO Buyer Defaults

Notes / Explanations / Helpful Hints

- Only identify one value for each field.
- To identify available Reporting Structure values, refer to your Department's COA Workbook (separate file).
- The Default Reporting Structure cannot be "All Reporting Structures".
- Only active and non budgetary accounts can be identified for Reporting Structure.

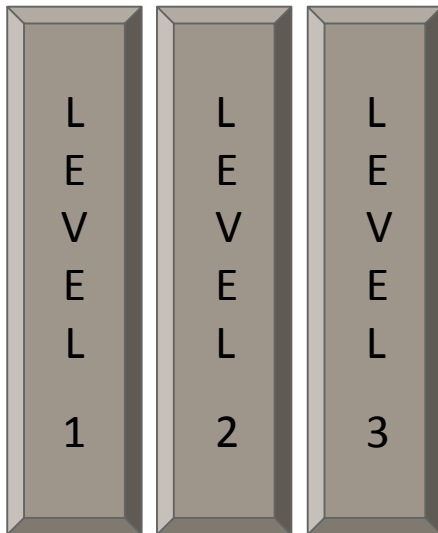
Ship To Locations Defaults

- If your department submitted Ship To locations previously, your Ship To values are included on the Ship To tab. If not, a Ship To default is not available for Role Mapping Part 2 - Workflow and User Preferences
- To identify available Ship To Locations, refer to the Ship To worksheet.
- Only active values can be identified for Ship to Location.

| SHIP TO ID | BU | SHORT DESCRIPTION | ADDRESS 1 | ADDRESS 2 |
|------------|------|--------------------------------|-----------------------------------|------------|
| 0845000014 | 0845 | 0845-San Diego Regional | 10021 Willow Creek Road | Suite 100 |
| 0860000077 | 0860 | 0860-Motor Carrier Office - WS | 1030 Riverside Parkway, Suite 125 | |
| 0845000008 | 0845 | 0845-Benicia Regional | 1100 Rose Drive | Suite 100 |
| 0820000157 | 0820 | 0820-DLE/BFS TOXICOLOGY | 111 First Street | Suite 100A |
| 0820000158 | 0820 | 0820-DLE/BFS LATENT PRINTS | 111 First Street | Suite 100A |

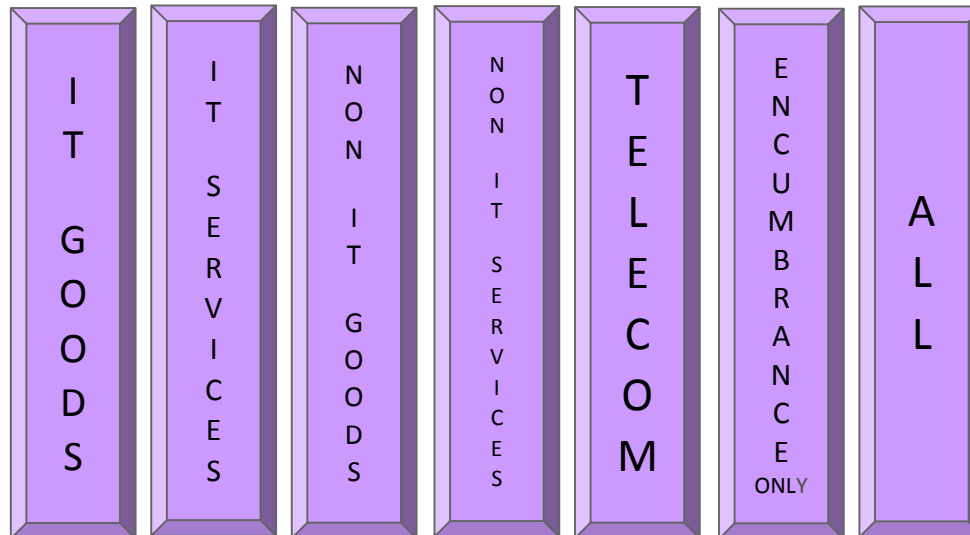
PO Approvers Decisions

APPROVERS



Can be the same person

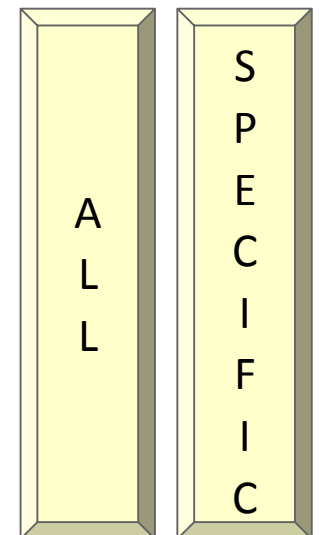
ACQUISITION TYPE(S)



Default is ALL

Encumbrance Only is Accounting Staff only and must be listed separately

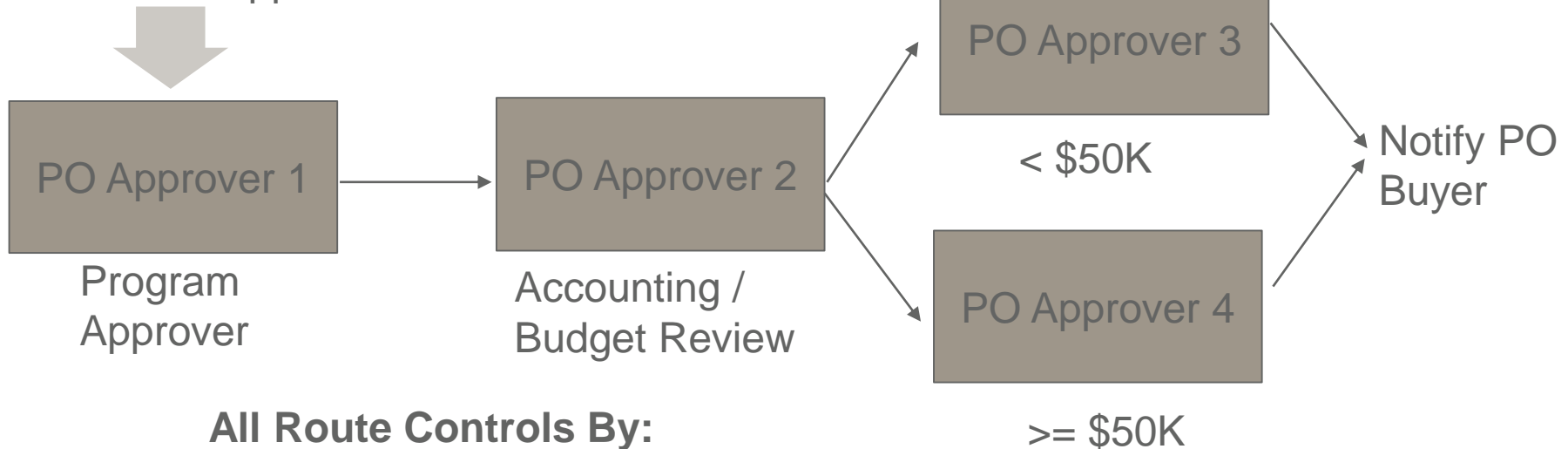
REPORTING STRUCTURE(S)



Default is ALL
SPECIFIC can be 1+

Workflow – Purchase Order

PO Buyer submits
the PO for approval



All Route Controls By:

- **Acquisition Type**
- **Reporting Structure**

- Additional approvals (dollar thresholds, acquisition type approvals, etc.) can be manually added by inserting ad hoc approvers or reviewers.
- Either PO Approver 3 or 4 will approve, depending on the amount of the PO. 54

Purchase Order Approvers

Notes / Explanations / Helpful Hints

- All end users with a "X" in the PO Approver role on the Role Mapping worksheet must be listed on the PO Approver Workflow tab.

| Email Address* | PO Ad Hoc Approver | PO Approver 1 | PO Approver 2 | PO Approver 3 | PO Approver 4 | Acquisition Type* | Reporting Structure* |
|---|--|---|---|---|---|---|---|
| Email Address of PO Approver (Department-provided email) | Choose "X" from the dropdown to map the user as a PO Ad Hoc Approver | Choose "X" from the dropdown to map the user as a PO Approver 1 | Choose "X" from the dropdown to map the user as a PO Approver 2 | Choose "X" from the dropdown to map the user as a PO Approver 3 | Choose "X" from the dropdown to map the user as a PO Approver 4 | Acquisition Type (select from drop-down) | Reporting Structure (enter only 1 value per row) |
| | | | | | | | |
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Purchase Order Approvers

Notes / Explanations / Helpful Hints

- Each Department must have at least one PO Approver at approval levels 1, 2, 3, and 4.
 - If an end user is assigned only PO Ad Hoc Approver, no other information is required (i.e., Acquisition Type and Reporting Structure).
 - End users may be assigned more than one approver level.
 - If an individual is assigned more than one Department PO Approver role and has the same acquisition types at each approver level, then workflow will collapse.
 - For example, the end user will be able to approve POs up to the highest assigned PO approval level without another end user reviewing the PO and approving it.

Purchase Order Approvers

Notes / Explanations / Helpful Hints

- The Encumbrance Only Acquisition Type should only be assigned to accounting staff; these end users should be assigned all approver levels so that it is a streamlined, one-step approval.
- For each combination of Acquisition Type and Reporting Structure, there should be at least one PO Approver 1, 2, 3, and 4; although, two are recommended in order to provide a back up.
- The reporting structure selected must be the same across all acquisition types selected for one role.

For example, PO Approver 1 is requesting access to IT Goods and IT Services. The end user must select the same reporting structure across both IT Goods and IT Services.

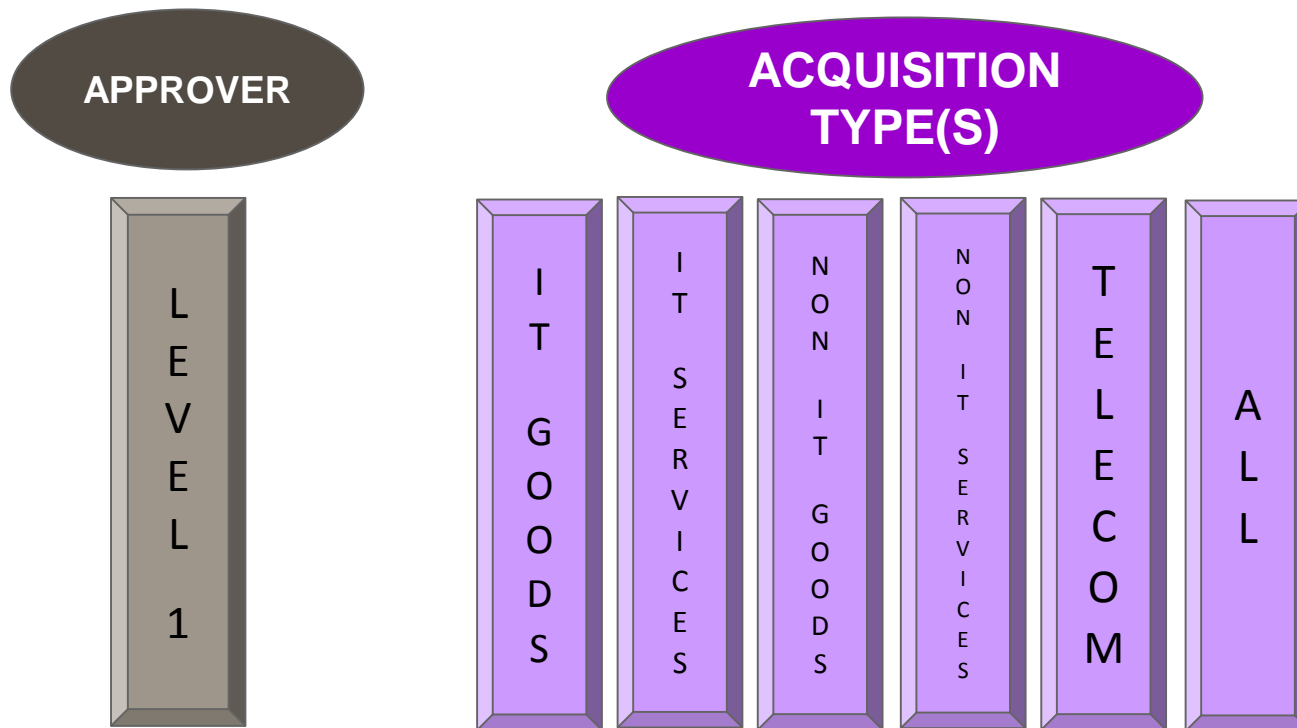
- Only active and non-budgetary accounts can be identified for Reporting Structure.



Solicitation Roles

- **Solicitation and Contract Buyer:** The department end user that create/modifies events in FI\$Cal for the purpose of posting to Cal eProcure CSCR. This user can also add vendors and run reports on a department's procurement activity
- **Solicitation Approver:** The department end user that approves events in FI\$Cal. Only one approval is required in FI\$Cal, but this user can add ad-hoc approvers to an event as needed
- **Solicitation Ad Hoc Approver:** The department end user who can be added to the Solicitation approval workflow in FI\$Cal for the purpose of posting to Cal eProcure CSCR.
 - Ad Hoc Approvers are not auto workflowed in FI\$Cal. Prior to approval, they are manually added by the Solicitation Approver

Solicitation Approver Decision



Default is ALL

Workflow – Solicitation Events



- Sourcing Event is a one-step approval process
- Funding is not available in Sourcing Events so routing by Reporting Structure cannot be used. Solicitation Approver routing is based on acquisition type
- Additional approvers can be added via ad hoc functionality as needed.

Solicitation Approvers

Notes / Explanations / Helpful Hints

- All end users with an "X" in the Solicitation Approver role on the Role Mapping worksheet must be listed on the Solicitation Approver Workflow tab.
- At least one Solicitation Approver must be assigned for each Acquisition Type, although two are recommended in order to provide a back up.
- If an end user is assigned only Solicitation Ad Hoc Approver, no other information is required (i.e., Acquisition Type).

| Email Addresss* | Solicitation Ad Hoc Approver | Solicitation Approver | Acquisition Type* |
|---|--|---|---|
| Email Address of Solicitation Approver (Department-provided email) | Choose "X" from the dropdown to map the user as a Solicitation Ad Hoc Approver | Choose "X" from the dropdown to map the user as a Solicitation Approver | Acquisition Type (select from drop-down) |
| | | | |
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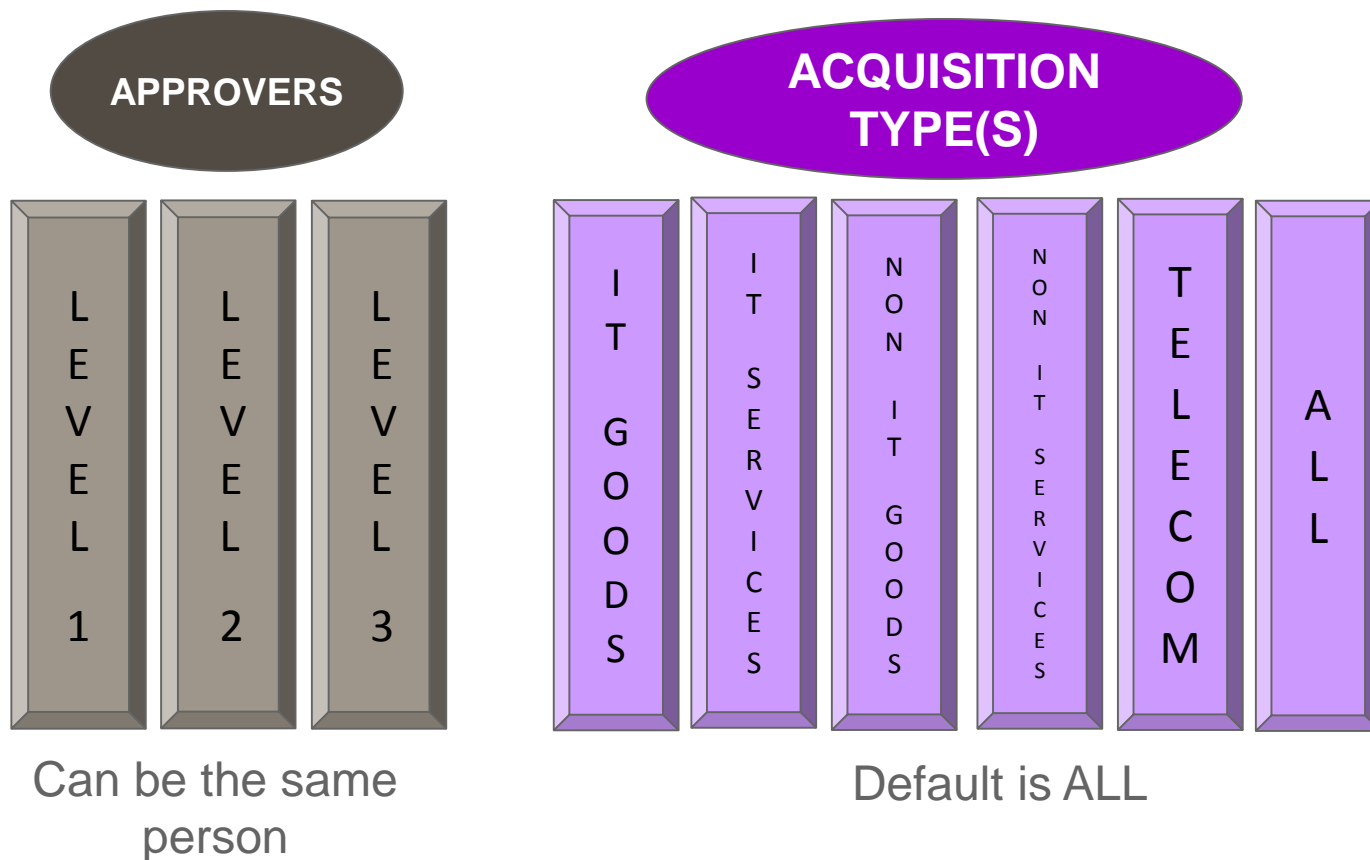
Procurement Contract Roles

- **Solicitation/Contract Buyer:** The department end user that creates and modifies transactional contracts and enters contract documents into the system. This department end user can also review and provide suggested markups to other user's contracts and attached documents prior to approval and/or posting. Also, can run reports on department procurement and contracting activity.
- **Contract Approver:** The department end user that approves transactional contracts and attached contract documents. Multiple levels of approval are required for each contract and the workflow approval is determined by acquisition type and amount.
 - **Contract Approver 1:** The department end user who is responsible for approving transactional contracts and contract documents at the first-level

Procurement Contract Roles

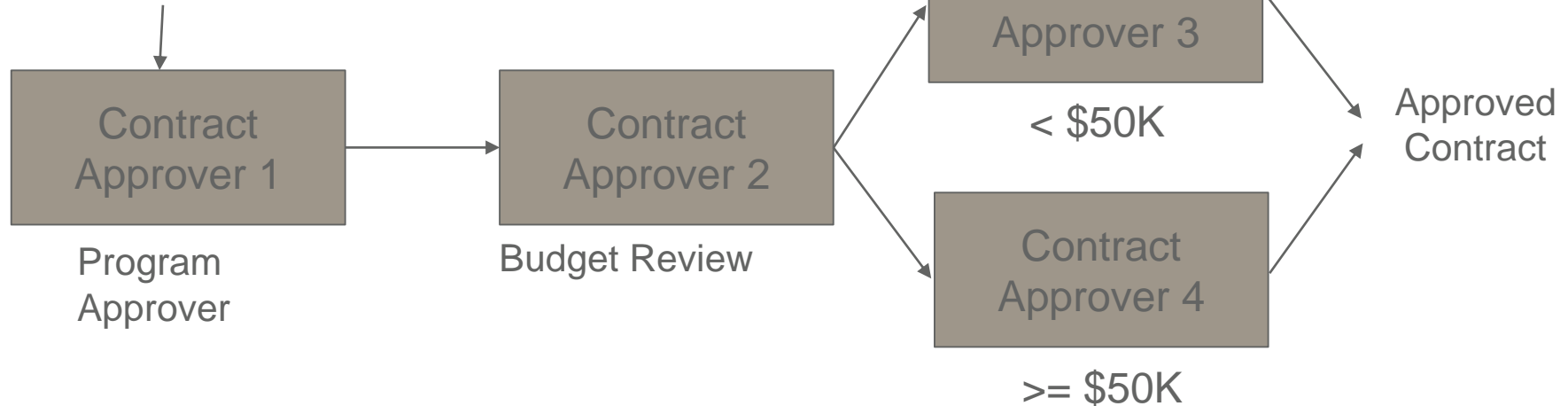
- **Contract Approver 2:** The department end user who is responsible for approving transactional contracts and contract documents intended for a budget reviewer/ approver
- **Contract Approver 3:** The department end user who is responsible for approving transactional contracts and contract documents for contract amounts less than \$50,000 (authorizing signature)
- **Contract Approver 4:** The department end user who is responsible for approving transactional contracts and contract documents for contract amounts equal to or greater than \$50,000 (authorizing signature)
- **Contract Ad Hoc Approver:** The department end user who can be added to the Contract workflow for approving a department Contract
 - Ad Hoc Approvers are not auto work-flowed in FI\$Cal. They are manually added by the Solicitation/Contract Buyer or another Contract Approver

Contracts Approvers Decision



Workflow - Procurement Contracts

Solicitation/Contract Buyer
submits contract for approval



- Contract workflow is similar to the approval process for POs
- Contract approval routing is based on acquisition type and contract amount. Funding is optional in contracts so Reporting Structure cannot be used as a route control
- Either Contract Approver 3 or 4 will approve, depending on the amount of the contract
- The STD 213/210/215 will be attached to the transactional contract, routed and approved at the same time as the transactional contract
- Approved contract is routed back to the buyer for execution and distribution
- Additional approvers can be added via ad hoc functionality as needed

Procurement Contract Approvers

Notes / Explanations / Helpful Hints

- All end users with a "X" in the Contract Approver role on the Role Mapping worksheet must be listed Contract Approver Workflow tab.
- For each Acquisition Type, there should be at least one Contract Approver at approver levels 1, 2, 3, and 4; although, two are recommended in order to provide a back up.

| Email Address* | Contract Ad Hoc Approver | Contract Approver 1 | Contract Approver 2 | Contract Approver 3 | Contract Approver 4 | Acquisition Type* |
|---|--|---|---|---|---|---|
| Email Address of Contract Approver (Department-provided email) | Choose "X" from the dropdown to map the user as a Contract Ad Hoc Approver | Choose "X" from the dropdown to map the user as a Contract Approver 1 | Choose "X" from the dropdown to map the user as a Contract Approver 2 | Choose "X" from the dropdown to map the user as a Contract Approver 3 | Choose "X" from the dropdown to map the user as a Contract Approver 4 | Acquisition Type (select from the drop-down) |
| | | | | | | |
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Procurement Contract Approvers

Notes / Explanations / Helpful Hints

- Each Contract Approver role must be assigned to at least one approver level.
 - If an end user is assigned only as a Contract Ad Hoc Approver, no other information is required (i.e., Acquisition Type).
 - End users may be assigned to more than one approver level.
 - If an end user is assigned to more than one Contract Approver level and has the same acquisition types at each approver level, then the workflow will collapse.
 - For example, the end user will be able to approve contracts up to the highest assigned Contract Approver level without another Contract Approver reviewing the contract and approving it.

P-Card Roles – Key Highlights

There are two parts to P-Card roles, please ensure the user information aligns.

- Assigning the roles to the individual users for system access (Task TECH809/TECH824).
- Assigning individual users as proxies to a specific cardholder account (Coming soon, Task TECH834).
- Recommend assigning the PO Buyer role to the cardholder.
- Assign alternate Reconcilers as needed.

| Procurement Card (P-Card) | | |
|---|---|---|
| ZZ_PCARD_RECON | ZZ_PCARD_APPRV | ZZ_PCARD_MAINT |
| 1 | 1 | 1 |
| Optional | Optional | Optional |
| P-Card Reconciler | P-Card Approver | P-Card Maintainer |
| If your department uses P-Cards, mark with an "X" the end users who will: - reconcile P-Card transactions for themselves and others in the department - update distributions (individuals and card proxies) - enter procurement data such as UNSPSC, Acquisition type and recycle information. | If your department uses P-Cards, mark with an "X" the end users who will approve P-Card transactions. | If your department uses P-Cards, mark with an "X" the end users who will manage P-Card administration activities, including assigning and removing P-Cards, and managing proxies. |

Reporter Only Roles

| Reporting Only Roles | | | | | | | |
|--|---|---|--|---|--|---|--|
| ZZ_AP_REPOR | ZZ_BL_REPORT | ZZ_AR_REPOR | ZZ_GL_REPOR | ZZ_GM_REPOR | ZZ_CA_REPOR | ZZ_PC_REPOR | ZZ_PO_REPOR |
| 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Optional | Optional | Optional | Optional | Optional | Optional | Optional | Optional |
| AP Reporter | BI Reporter | AR Reporter | GL Reporter | Grant Reporter | Customer Contracts Reporter | PC Reporter | Department PO Reporter |
| End users with an "X" will have access to run reports for the Accounts Payable process area. | End users with an "X" will have access to run reports for the Billing process area. | End users with an "X" will have access to run reports for the Accounts Receivable process area. | End users with an "X" will have access to run reports for the General Ledger process area. | End users with an "X" will have access to run reports for the Grants Management process area. | End users with an "X" will have access to run reports for the Customer Contracts process area. | End users with an "X" will have access to run reports for the Project Costing process area. | End users with an "X" will have access to run reports for the Procurement / Purchasing process area. |

Viewer Only Roles

| Viewer Only Roles | | | |
|---|---|---|--|
| ZZ_REQ_CHK_ | ZZ_ORD_CASH | ZZ_PC_VIEW | ZZ_GL_VIEW |
| 1 | 1 | 1 | 1 |
| Optional | Optional | Optional | Optional |
| Req to Check Viewer | Order to Cash Viewer | GM, CA, and PC Viewer | BU, DM, GL, and LA Viewer |
| End users with an "X" will have access to view Purchasing, Accounts Payable, and Asset Management transactions. | End users with an "X" will have access to view Billing/Accounts Receivable, and Cash Management transactions. | End users with an "X" will have access to view Grants Management, Customer Contracts, and Project Costing transactions. | End users with an "X" will have access to view Budgeting, Deal Management, General Ledger, and Loan Accounting transactions. |

ROLE MAPPING TEMPLATE

Response Template Tabs

- Cover
- SOD Conflicts Matrix
- Hard Stops Matrix
- Role Mapping
- AM Approver Workflow (Asset Management)
- AP Approver Workflow (Accounts Payable)
- GL Approver Workflow (General Ledger Journals)
- Purchasing/Procurement tabs:
 - Requisition Processor Defaults
 - Requisition Approver Workflow
 - PO Buyer Defaults
 - PO Approver Workflow
 - Solicitation Approver Workflow
 - Contract Approver Workflow
 - Ship To Locations

FI\$Cal Separation of Duties

- The FI\$Cal Separation of Duties Matrix defines roles that should not be assigned together (e.g., processor and approver roles)
- Exception examples:
 - Small Departments
 - Central Roles

FI\$Cal Separation of Duties

| Separation of Duty (SOD) Conflicts | | |
|--|---|--|
| If you are an employee of . . . | and you are assigned . . . | you should not also be assigned . . . |
| Any department | AP Approver 2 | AP Payment Processor PO Approver |
| Any department | AR Payment Processor | AR Item Processor BI Processor |
| Any department | AR Item Requestor | AR Item Processor |
| Any department | AM Approver 1 | AM Approver 2 |
| SCO or STO | SCO DAR Reporter | AP: SCO Disbursements Reporter Pre-Payment Audit: SCO AT Reporter |
| SCO or STO | SCO Warrant Payment Maintainer | AP: SCO AP Payment Processor |
| SCO or STO | SCO Disbursements Reporter | AP: SCO Accounting Maintainer |
| SCO or STO | Control Agency AR Payment Processor | BI/AR: STO Deposit Slip Processor |
| DGS, DOF, FI\$Cal, Legislative, SCO, or STO performing the departmental function | Any "Department" role (e.g. roles not specified to one of these departments) | Any "Central" role Any department-specific role (i.e., roles that has DGS, DOF, FI\$Cal, Legislative, SCO, or STO in the role name) |
| DGS, DOF, FI\$Cal, Legislative, SCO, or STO performing the control agency function | Any "Central" role Any department-specific role (i.e., roles that have DGS, DOF, FI\$Cal, Legislative, SCO, or STO in the role name) | Any "Department" role (e.g., roles not specified to one of these departments) |

FI\$Cal Hard Stops

- Hard stops are set in FI\$Cal to prevent a user from doing something that could be considered a SOD violation
- The difference between a SOD and a hard stop is:
 - A SOD conflict is a manual process of identifying a potential violation
 - A hard stop is programmed in FI\$Cal to automatically identify and prevent a known SOD conflict

“Hard Stops” Matrix

| "Hard Stops" in FI\$Cal | | |
|--|---|---|
| If you are assigned the role of . . . | and you are also assigned the role of. . . | the System will not allow you to . . . |
| PO Buyer | PO Approver 1-4 or PO Ad Hoc Approver | Approve Purchase Orders that you have created. |
| Requisition Processor | Requisition Approver 1-2 or Requisition Ad Hoc Approver | Approve Requisitions that you have created. |
| Solicitation/Contract Buyer | Contract Approver 1-4 or Contract Ad Hoc Approver | Approve Contracts that you have created. |
| Solicitation/Contract Buyer | Solicitation Approver or Solicitation Ad Hoc Approver | Approve Solicitations that you have created. |
| GL Processor | GL Approver 1-2 | Approve Journals that you have created. Note: This is only applicable if your department has requested 1 or 2 levels of approval for GL journals. |
| AP Processor | AP Approver 1-2 | Approve Vouchers that you have created. |
| BU Processor | BU Approver | Assign both roles to the same end user. Only assign an end user one of these roles. |
| SCO AP Processor | SCO AT Approver 1-4 | Approve vouchers you have created. |
| SCO Cash Transfer Processor | SCO GL Journal Approver | Approve cash transfers you have created. |
| STO Cash Forecast Processor | STO Cash Transfer Approver | Approve cash transfers you have created. |

Role Mapping tab

Pre-populated from TRNG801

- Department Internal Tracking
- Legal Last Name*, Legal First Name*, Legal Middle Name/Initial
- Departmental E-mail Address (State)*
- Phone Number*

| Dept Tracking | Legal Last Name* | Legal First Name* | Legal Middle Name or Initial | Email Address* | Phone Number* |
|--|-----------------------|------------------------|------------------------------------|---|--|
| Use for Internal Departmental Tracking | Enter Legal Last Name | Enter Legal First Name | Enter Legal Middle Name or Initial | Enter the Department provided email address. Be sure to include the FULL, proper email address, as this will be used to log into FI\$Cal. | Enter the employee's Phone Number in a ###-###-#### format |

* Required



Role Mapping tab

- Job Classification*
- State employee?*
- City*, State* (of work location for end user)
- Training Location*
- Training Accommodation Requests or Assisting Learning Needs

| Job Classification* | State employee?* | City* | State* | Training Location* | Training Accommodation Requests or Assistive Learning Needs |
|---|--|------------|-------------|---------------------------------|---|
| Enter the employee's Job Classification | Indicate if this is a State employee (Yes or No) | Enter City | Enter State | Select the Closest Training Hub | Enter any Training Accommodation Requests or Assisting Learning Needs |

Role Mapping tab

- Other Email Addresses Used for FI\$Cal Access?

Other Email Addresses Used for FI\$Cal Access?

If yes, list all email addresses
used in addition to the email
provided in Column E.

Separate emails by using semi-
colons (;).

Role Mapping tab

- Primary Business Unit*
- Additional PeopleSoft Business Unit Access?

| Primary BU* | Additional PeopleSoft Business Unit Access? |
|-----------------------------|---|
| Enter Primary Business Unit | <p>If applicable, enter one or more Business Units for which you perform Contract Services or require access.</p> <p><u>Separate BUs by using semi-colons (;).</u></p> <p>NOTE: An end user may only have one set of roles across all business units per email.</p> |

* Required



Requesting Additional Business Unit Access

- Always enter the Primary Business Unit for the end user
- If applicable, enter any additional PeopleSoft business units to which the user needs access
- A copy of the MOU, Interagency Agreement (IAA), or contracted services agreement may be requested to validate the need for providing access to each additional business unit requested
- In order to give a user unique access between different business units, the user is required to have separate valid email addresses to log into the system.
 - In this case, complete user demographic information on separate rows, enter separate valid e-mails, and indicate the roles needed.

Note: *An end user may only have one set of roles across all business units in which they have access per User ID.*

SECURITY

Template Considerations

- **Confirm all email addresses are valid**
 - *****E-mail addresses are USER ID's in FI\$Cal and must be accurate*****
- All required fields in the demographic information section of the template are marked with an asterisk (*)
- Do not include placeholders for vacant positions
- When giving a user access to multiple unique roles, create separate rows with different valid email addresses on the template

Template Considerations

STATEWIDE PROCUREMENT ROLE TO TECH809 ROLE CROSSWALK

| | |
|---|---------------------------------|
| Department SCPRS Processor | PO Buyer |
| Department Vendor Processor | AP Supplier Processor |
| Non-FI\$Cal Department CSCR Processor | Solicitation and Contract Buyer |
| Non-FI\$Cal Department CSCR Approver | Solicitation Approver |
| Non-FI\$Cal Department CSCR Ad-Hoc Approver | Solicitation Ad Hoc Approver |

Role Security Documents

- FI\$Cal Departmental Authority and Designee (DAD) Form
 - Submitted by Department Director / Executive Director / Chief Deputy / Agency Secretary
 - All required signatures must be handwritten in blue-colored ink
 - Submitted to FI\$Cal by the Authority from the Authority's email address
 - Required before user access requests (Role Mapping Response Template) can be processed

TRAINING & UPDATES



Role Mapping Tab – End User Training

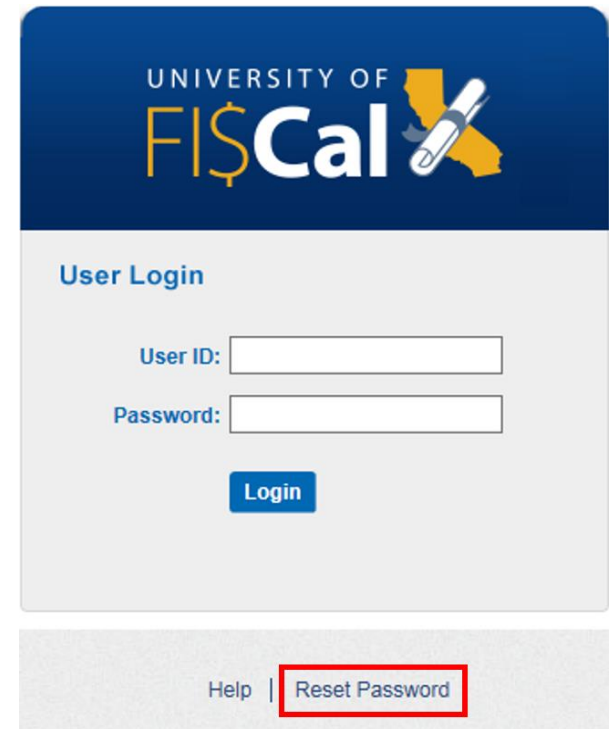
- The Training Location column has been pre-populated with responses from your TRNG801. Confirm the Training Hub closest to each end user's location.
- The Training Accommodation Requests or Assistive Learning Needs column has been pre-populated with responses from your TRNG801. This column is provided to notify the FI\$Cal Training Team of any needs for assistive technology tools (e.g. JAWS, ZoomText, sign language interpreter) or special instructions to be seated near the instructor for the hearing impaired.


Training Access

- FI\$Cal's learning management system is called the University of FI\$Cal (UF)
- Training Deployment Kick-off coming in October
- For immediate access to the University of FI\$Cal, send a request to fiscal.cmo@fiscal.ca.gov

Resetting Your UF Password

1. Go to <https://fiscal.netdimensions.com/>
2. Click the Reset Password link
3. Enter your email address and click the Reset button
4. An email with your new, temporary password will be emailed to you



UNIVERSITY OF
FISCal 

User Login

User ID:

Password:

Login

Help | [Reset Password](#)

NEXT STEPS

Role Mapping Timeline

You are here

Role Mapping Workshop (TECH807)
August 21

Role Mapping Working Sessions (TECH810)
Aug 31-Sep 15

Workflow & User Preferences Submission (TECH809)
Sept 22

Participate in Dept. Validation (BUSN827)
Oct-Feb

Role Mapping Workshop (TECH825)
April

Production Submission (TECH824)
May

Share Role Mapping materials with your department (**Post August 21**)

Role Mapping Working Sessions

| BUSINESS PROCESS AREA | DATES |
|-----------------------------|----------------------|
| Accounts Payable | Week of August 28 |
| Billing/Accounts Receivable | Week of September 5 |
| Purchasing | Week of September 11 |
| Assets Management | Week of September 11 |
| General Ledger | Week of September 11 |



Role Security Process

- Department completes and submits FI\$Cal Departmental Authority or Designee (DAD) Form
- Department receives TECH809: Role Mapping and attends Role Mapping Working Sessions
- Department completes and submits FI\$Cal Role Mapping Response Template (TECH809)
 - a. Must be submitted to FI\$Cal by Departmental Authority or Designee.
 - b. As of today, submissions will be emailed to fiscal.cmo@fiscal.ca.gov.
- FI\$Cal validates department submissions and provides feedback on any errors
- FI\$Cal creates user accounts and provides log-in credentials to participants of Department Validation

What Comes Next?

- **Department Business Process & Configuration Workshops and Working Sessions (continued)** – Departments meet with Subject Matter Experts for knowledge sharing and further clarification
- **Department Role Mapping Working Sessions** – Departments meet with Role Mapping experts to provide further clarification
- **Departmental Configuration & Role Validation** – Department end users validate the FI\$Cal system meets their defined requirements.

Business
Processes &
Configurations

Role Mapping
Working
Sessions

Departmental
Configuration &
Role Validation

Questions and Answers



FI\$Cal Project Information:

<http://www.fiscal.ca.gov/>

or e-mail the FI\$Cal Project
Team at:

fiscal.cmo@fiscal.ca.gov